

DTK Htc

7 December 1972

MEMORANDUM FOR: Deputy Director for Support

SUBJECT : Office of Training Weekly Report

1. Courses

a. Records Management

During the first three weeks of this month, two sessions each of Files Systems and Procedures and Forms Management were given. A total of 72 persons attended. These sessions completed the records management triad, the first element of which, Records Disposal, was given twice in September. Student critiques were complimentary and indicated satisfaction with the courses. The three seminars will be conducted again during the first half of December. They will be in the Chamber of Commerce building for the first time.

b. Weapons and Defensive Driving Course

Running of this course was completed on Friday, 1 December, for three Agency staffers. Two FBI officers, Messrs. John Cox and John Gorman, participated in the Defensive Driving segment of the course.

c. Team-Building Seminar for NPIC

25X1A [REDACTED] NPIC Training Officer, and Mr. Robert

25X1A [REDACTED] NPIC Branch Chief, met with [REDACTED] 25X1A

on 30 November to discuss an NPIC requirement for a Team-Building session (similar to the FEI seminar on Organization Development attended by NPIC officers during 1971 and 1972). [REDACTED] 25X1A

25X1A [REDACTED] preferred an in-house "seminar" run by Support School personnel to inviting a Management Training consultant in to do the job. The Support School accepted the requirement following [REDACTED] X1A review of the composition of the FEI seminar and the objectives he has in mind. NPIC wants to get started as soon as possible. The next step will be a meeting during the second week of January to review a first draft covering the proposed substance and schedule. A tentative target date for the activity is the week of 26 March 1973 [REDACTED] The 25X1A activity probably will take three or four days and will include evening sessions. About 25 officers from NPIC will constitute the student body.

d. Summary

The week of 26 November was considerably heavy with respect to OTR's instructional programs: 16 courses, including Basic Operations, Midcareer, and Intelligence and World Affairs (IWA). The IWA course had an unexpected increase of seven on opening day, resulting from an apparent administrative lapse. The seven were from [REDACTED] and somewhere 25X1A

within the CS processing mechanism their applications failed to surface. Their entry took enrollment to 41—a fairly large enrollment for the course. The Midcareerists were at the [REDACTED]

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25X1A [REDACTED] for the second week of Phase II during which they had an evening session with the A/DD/I, Paul Walsh, who substituted for the DD/I, and another evening of lively dialogue with three CS officers.

Support Services Review: Trends and Highlights began on Monday, with attendance at 44 as a result of six last-minute cancellations. Six other programs began this week, including the Managerial Grid, which is being conducted at the [REDACTED].

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2. General

25X1A a. Messrs. [REDACTED] of the Career Training Program are in Texas and Colorado to conduct interviews with prospective Career Trainees. They are being joined by OP's recruiters in the respective areas, [REDACTED] who have scheduled eight applicants for interviews.

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b. On Friday, 1 December, five staff members of the Language School attended the Interagency Language Roundtable hosted by the Foreign Service Institute. Of particular interest to them was hearing that the move of the Headquarters of the Defense Language Institute (DLI) has been indefinitely postponed—a benefit certainly to their ongoing liaison with the DLI.

c. In preparation for his work on editing the proposed film on the Cuban Missile Crisis, [REDACTED] of the Instructional Support Staff has acquired from NPIC all of the photographs of the exhibit on the crisis now being held in Corridor D of the Headquarters building. He has also acquired commercial footage from Film Graphics Branch, CRS. On Tuesday of this week he monitored the briefing on the exhibit that [REDACTED] gave to the officers attending the JCS/DIA Orientation. Yet to be resolved before any major editing can begin—and being handled by [REDACTED]—are determinations on format, security classification, and desired length of the final production.

d. Fourteen members of the FEI's Seminar on Foreign Policy were given a two-hour briefing in the DDI's Conference Room on 28 November. The group was in Washington for several days of briefings in preparation for a trip [REDACTED]. Mr. Colby led off with a half-hour overview of the Community and CIA. [REDACTED] Member, Board of National Estimates, and former COS, [REDACTED] and [REDACTED], ONE, followed with a briefing [REDACTED]. [REDACTED] the only CIA member of the group, quoted his confreres as saying that this was the best briefing the group had received during their Washington visit.

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f. The Foreign Affairs Executive Seminar for 8 January has four nominees; none from the CS but three from the Support Directorate (OC, EUR (S), and SSS), and one from the DDI [REDACTED].

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g. On Friday, 1 December, [REDACTED] had a six-hour meeting with Mr. William Stevenson, CBC TV Producer, to discuss the 13-part documentary which the Canadian corporation is making on the life of Sir William S. Stephenson, Britain's wartime intelligence chief assigned in the United States.

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Mr. Stevenson, who has been very favorably reported on by the

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[REDACTED] had sent Tom an eight-page scenario, with the explanation that in the documentary he is attempting to look at World War II "in a way that has not been attempted before... that is, with a proper regard for the importance of good intelligence and its operational application." The theme of the production will be the essentiality of good intelligence to the defense of a free society at all times. As projected, it appears to Tom to be a major and perhaps unique production of intelligence.

Mr. Stevenson has offered Tom his transcripts of interviews with other British notables. He has also asked that Tom come to Toronto to assist in some of the editing.

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3. Guest Speakers

Attached is the schedule of high-level guest speakers who will participate in OTR courses during the week beginning Sunday, 10 December.


HUGH T. CUNNINGHAM
Director of Training

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Att

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Friday, 15 December

Richard A. Geisler
Asst. Dep. Director
for Estimates, DLA

Midcareer

Hq., Rm. 1E-78
1130 - 1230

James C. Bostain
Foreign Service Institute,
Department of State

Midcareer

Hq., Rm. 1E-78
1430 - 1630

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Project Officer
in the Contract
Cycle

C of C, Rm. 236
0830 - 0920
1030 - 1220

Harold L. Brownman
D/OSP

Project Officer
in the Contract
Cycle

C of C, Rm. 236
0930 - 1020

Harry C. Eisenbeiss
D/CRS

Intelligence and
World Affairs

Hq., Rm. 1E-74
1300 - 1350